



Treatment Coordinator - JDC

Details

Job ID : 393

Title : Treatment Coordinator - JDC

Job Code : 1030

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR CONDUCTING DRUG COURT ELIGIBILITY ASSESSMENTS FOR MULTIPLE JUVENILE DRUG COURT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- MASTERS OF SOCIAL WORK
- CADC

Job Duties

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING THE ADDICTION SEVERITY INDEX ASSESSMENT
- WILL CONDUCT INDIVIDUAL, FAMILY AND GROUP EDUCATIONAL SESSIONS IN VARIOUS SETTINGS INCLUDING THE DETENTION CENTER
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- MAY WORK WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES TO DRUG COURT CLIENTS
- RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA
- OTHER DUTIES AS ASSIGNED